

EHB-R LOCAL RECORDS RETENTION SCHEDULE

| TYPE OF RECORD | LOCAL/STATE RECORD RECOMMENDATION | STATE/FEDERAL MANDATED RETENTION |
|---|-----------------------------------|----------------------------------|
| BUSINESS RECORDS | | |
| Annual audit | Permanent | |
| Annual district report | Permanent | |
| Application for federal grants | | 5 years |
| Architectural/Engineering plans | Permanent | |
| Asbestos removal | Permanent | |
| Bank deposit slips | Keep until audit | |
| Bond issue materials | Permanent | |
| Child labor permits | 1 year | |
| Contracts | 1 year | |
| Collective bargaining agreements | Permanent | |
| Correspondence for business | 4 years | |
| Deeds | Permanent | |
| District meeting minutes & warrant | Permanent | |
| Enrollment reports | | |
| Resident pupil membership forms | 14 years | |
| Fall reports A-12-A (RSA 189:28) | Permanent | |
| Pupil registers (RSA 189:27-b) | Permanent | |
| School opening reports | 3 years | |
| Statistical report A-3 (RSA 189:28) | Permanent | |
| Federal projects documents | | 5 years after final audit report |
| FICA reports – monthly | 6 years | |
| FICA reports – quarterly form 941 | 6 years | |
| Fixed trip requests/confirmation | 1 year | |
| Fixed assets schedule | Permanent as updated | |
| Form C-2 unemployment wage report (DES 100) | 6 years | |
| Invoices | Until audit | |
| MS-22 budget form | 6 years | |

| TYPE OF RECORD | LOCAL/STATE RECORD RECOMMENDATION | STATE/FEDERAL MANDATED RETENTION |
|--------------------------------------|--|---|
| MS-25 budget form | 6 years | |
| Minutes of board meetings | Permanent | |
| Purchase orders | Until audit | |
| Request for payment of vouchers | Until audit | |
| Requisitions | Until audit | |
| Retirement reports - monthly | 1 year | |
| Student activities records | Until audit | |
| Time cards | 5 years | |
| Travel reimbursements | Until audit | |
| Treasurer's receipts/canceled checks | 6 years | |
| Treasurer's report | 6 years | |
| Vocational education AVI forms | 1 year | |
| Vocational center regional contracts | 20 years | |
| Vouchers manifests | Until audit | |
| W-2 - yearly | | 6 years |
| W-4 withholding exemption | | 6 years |
| W-9 | | 6 years |
| 941-E quarterly taxes | | 6 years |
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| PERSONNEL RECORDS | | |
| Accident reports | 6 years or term of employment | |
| Application & criminal records | Term of employment | |
| Attendance & leaves | 1 year | |
| Certified educator contracts | Permanent | |
| Class observation forms | 1 year | |
| Criminal investigation | Permanent | |
| Criminal records check | Term of employment | |
| Civil rights forms | | 6 years |
| Dues authorization | Term of employment | |
| Evaluations | Term of employment | |
| HIPAA documentation | 6 years | |

| TYPE OF RECORD | LOCAL/STATE RECORD RECOMMENDATION | STATE/FEDERAL MANDATED RETENTION |
|-----------------------------------|--|---|
| Medical benefits application | Term of employment | |
| Medical examinations | Term of employment | |
| Personnel investigations | Permanent | |
| Re-employment letter of assurance | 1 year | |
| Retirement application | Term of employment | |
| Separation from employment letter | 6 years | |
| Sexual harassment | Permanent | |
| Staff development plan | Term of employment | |
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| STUDENT RECORDS | | |
| Accident reports | 6 years after age of majority | |
| Child abuse reports | Permanent | |
| Criminal investigation | Permanent | |
| Disciplinary records | Term of enrollment | |
| Early dismissal | 1 year | |
| Emergency information form | 1 year | |
| Free lunch application | | 6 years |
| Health/physical/immunization | Term of enrollment | |
| Medical reports | Term of enrollment | |
| Registration form | Term of enrollment | |
| Sexual harassment | Permanent | |
| Transcripts | Permanent | |
| Attendance | Permanent | |
| Grades | Permanent | |
| Assessment results | Permanent | |
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| SPECIAL EDUCATION RECORDS | | At least 6 years after the termination or completion of the program |

Statutory/Regulatory/Policy/Handbook Cross References

RSA 189:29-a (Records Retention and Disposition)

EHB-R3

NH Code of Administrative Rules, Section Ed. 306.04(a)(4) (Records Retention)
Handbook (None)

APPROVED: June 14, 2007

PREVIOUS POLICY: None